



Job Announcement

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Opening Date:	November 21, 2011	Closing Date:	Open Until Filled
Job Title:	Human Resources Generalist	Position Type:	Temporary Full Time
PIN:	826028	FLSA Status:	Exempt
Location:	Administrative Office of the Courts Human Resources Annapolis, Maryland	Salary:	\$22.49 per hour (No State Benefits)
		Financial Disclosure:	No

Regular State employees subject to promotion/demotion policy

Essential Functions: The main purpose of this position is to provide technical expertise in the areas of Classification, Salary Administration and Recruitment within the Information Technology sector for the Maryland Judiciary. This position performs advanced level professional human resource administrative work assisting in the development, management, implementation and establishment of the multi-faceted IT classification, salary administration and recruitment efforts. Works with executives and managers in establishing class/salary practices and procedures. Provides interpretation and clarification of JEM (Judiciary Evaluation Methodology) factors and applications. Performs on-site interviews for job analysis and classification development. Completes job analysis and evaluation studies to determine appropriate classification and pay grades. Conducts research to solve complex class/salary issues. Makes recommendations pertaining to organizational structures and proposals for classification impact. Serves as IT Recruiter. Screens resumes. Creates and prepares job announcements and advertisements. Processes employment transactions to include new hires, promotions/demotions and reclassifications. Responds to applicants via written or electronic correspondence and phone. Schedules interviews. Participates in the interviewing qualified applicants and provides consultation to hiring managers. Attends job fairs and/or IT conferences. Conducts background checks, which entails a review of criminal, traffic, civil and MVA records using state and national databases. Calculates salary offers in accordance with various Judiciary salary structures. Finalizes employment selection to process action in the HRIS database. Ensures compliance is maintained according to State, Federal and Judiciary laws, rules, regulations, policies and procedures. Keeps up-to-date with growing trends and software enhancements in the area of Information Technology. Provide counsel, advice, guidance and/or interpretation to all levels of Judiciary personnel in regards to classification and recruitment practices and procedures. Retrieves information from ABRA (HRIS database) to prepare various reports for classification and recruitment purposes. Performs all other duties as assigned.

Education: Bachelor's degree from an accredited college or university.

Experience: Minimum of four years professional human resource work experience in state or federal government classification systems, to include three years in the area of classification and salary administration performing job analysis and application of universal tools in the area of Information Technology.

Note: Professional human resources work experience may be substituted on a year for year basis for up to four years of the required education.

Preferred: Previous Generalist and/or IT recruitment work experience.

Skills/Abilities: Knowledge of the theories, principles, and practices associated with human resources administration. Knowledge of research techniques used in collecting, tabulating, evaluating and presenting data. Knowledge of the application of universal job evaluation systems, including point factor systems. Knowledge of compensation and salary administration principles and methodologies. Knowledge of the theories, principles, standards, methods, techniques and practice applicable to recruitment and selection, or test construction and validation. Knowledge of policies, procedures and standards of the Maryland Judiciary Human Resources Department. Familiarity with employment law, recruitment processes, strategies and strong working knowledge of the labor market. Knowledge of analytical procedures and techniques used in researching, organizing and conducting studies of jobs, personnel operations, and practices. Knowledge of analytical procedures and techniques used in organizing and conducting studies and analyses of jobs, organizations, work methods, programs and operations. Knowledge of the use and application of Human Resource Information Systems. Knowledge of word processing, database and spreadsheet applications. Knowledge of equal employment opportunity laws, regulations and policies. Skill in defining problems, conducting research, collecting data, establishing facts, drawing valid conclusions and formulating recommendations. Ability to apply and demonstrate strong analytical and organizational skills. Ability to provide guidance and accurate information to managers, staff and administrative officials on IT specific matters. Ability to maintain a harmonious and effective working relationship with supervisors, subordinates, public officials and the general public. Ability to develop and execute a work plan for classification and compensation operations and projects, including establishing and/or recommending goals and objectives. Ability to coordinate work with other Human Resources units and external departments and agencies. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

(Zip files will not be accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.